

A2 - Exemption from Attendance at School

Principles of granting an exemption from attendance

- The student is of compulsory school age (between age 6 and 17 years)
- It has been clearly demonstrated that an exemption is in the student's best interest in the short and long term.
- A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.
- A Certificate of Exemption should not be granted if alternative means of participation are available to the student that do not impact upon attendance (e.g. morning and afternoon training).
- A Certificate of Exemption should not be approved:
 - where the student has been the subject of a child protection report to NSW Department of Communities and Justice.
 - where there are unresolved issues concerning a risk of harm
 - where the delegate is aware of existing child protection concerns
- Applications for exemption greater than **100 school days** or application for Exceptional circumstances must be forwarded to CSPD Student Services for Investigating Officer recommendation and Director Learning or Wellbeing approval before an exemption is granted or declined.
- Exemptions from school attendance cannot be granted retrospectively.
- The Principal may cancel a Certificate of Exemption at any time if they believe the conditions of exemption are not being met.

Elite Sports Programs

- Elite sports may be defined as events or opportunities provided by recognised national or international sports organisations that run events and programs for athletes that are beyond the opportunities offered by the diocese.
- Includes talent identification programs run by State, nationally or internationally recognised sporting organisations.
- For more information contact the CSPD Sport Team Leader

Education programs for students participating in elite sports programs

- Prior to granting exemption for extended periods the Principal must ensure that the student will have access to an appropriate educational program.
- The educational program must be compatible with the program being undertaken at the student's school. It must be suitable for the age, maturity and ability of the student.
- The student must be able to engage in sufficient hours to ensure that the requirements of their courses will be met (e.g. ROSA, HSC).
- Provision should be in place to provide the school with records of the student's educational progress (i.e. provide progress reports, work samples etc).

Elite Arts Programs

- An elite arts program may be defined as an opportunity for a student to participate in an event or program offered by a recognised state, national or international elite arts provider that is beyond the opportunities that the Diocese offers.
- For more information contact Captivate Team Leader

Employment in the Entertainment Industry

- The Office of the Children's Guardian regulates the employment of children under 15 years of age in the entertainment and exhibition, still photography, door-to-door sales industries and children under 16 years of age in the modelling industry. Employers of children in these industries must have a valid authority to employ such children in NSW and comply with the [Code of Practice](#).
- The Employer must complete and sign Part B and attach the relevant employment details, an Itinerary/work schedule, evidence of the tutor's teaching qualifications and the tutor's verified Working With Children Check (WWC).
- For more information contact Captivate Team Leader

Guiding Principles on Education Programs for students employed in the entertainment industry

- Are compatible with the program being undertaken at the student's school (i.e. ROSA, HSC)
- Are suitable for the age, maturity and ability of the student
- Involve sufficient periods of instruction (Average 2 hours /day)
- Allow for suitable places of instruction

Periods of instruction

- Sufficient hours of instruction must be provided to ensure that the requirements of the teaching/learning programs are being met. In general, there should be a minimum of 2 hours
- and an average of 4 hours instruction each school day.
- Where possible, disjointed tutoring should be avoided.
- Instruction shall only occur between 7:00am and 7:00pm on school days.
- Instruction shall not occur during weekends or school holidays.
- The tutor must ensure that adequate meal and rest breaks are provided during the period of instruction

If student is supported by the engagement of a tutor

- The parent/carer has evidence that the tutor has a current verified Working with Children Check and relevant teaching qualifications.
- The tutor must complete a register of daily activities that include – instruction taken from the educational program, the days on which the instruction occurred and the length of the instruction period.
- The tutor must evaluate the student's progress regularly and maintain appropriate records.
- All records of the student's study, educational progress and learning activities must be
- provided to the student's school at regular intervals.

Exceptional circumstances

- Applications for Exemption from Attendance due to Exceptional Domestic Circumstances are considered to be very rare and must be in the best educational interests of the child.
- Consultation should occur with CSPD Student Services when considering applications of this nature. They are not granted for travel or in situations where Exemptions from Enrolment or normal approved leave should be considered.

For applications greater than 5 school days for participation in elite arts / sports programs or employment in the entertainment industry.



St Agnes Catholic High School

Application for Exemption from Attendance at School

Form A2

Part A: Completed by Parent/Caregiver

If exemption is sought for more than one student, separate applications must be made for each student

Student Details

Child's name:

Date of Birth:

Age:

Year at school:

Address:

Town / City:

Postcode:

School Name

Name/Suburb:: ST AGNES CATHOLIC HIGH SCHOOL, ROOTY HILL

Tel. No: 8882 0700

Parent/Caregiver Details

Name:

Contact Tel:

Relationship to student:

Address:

Postcode:

Dates of exemption applied for

If consecutive dates:

Dates exemption applied for:

From:

To:

Number of school days:

If non-consecutive dates:

Individual dates applied for:

If part days

Hours of Exemption applied for:

From:

To:

Reason for exemption application

1. Employment in entertainment industry

2. Participation in elite sporting program / event

3. Participation in elite arts program / event

4. Exceptional circumstances - including the health of the student where sick leave or alternative enrolment is not appropriate



Catholic Schools
Parramatta Diocese

Details about the reason for the application for exemption here	
Name of accredited elite arts, elite sport program or entertainment industry performance (if applicable)	
Attachments to support this application	
Schedule of participation, training or tour itinerary from the organiser, arts or sporting body	<input type="checkbox"/>

Details of prior/ current exemptions (if applicable)			
Date of prior/current exemption	From	To	Days
Copy of certificate attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Declaration

As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Attendance at School; under the [NSW Education Act 1990](#). I understand that, if the exemption is granted:

- I am responsible for the supervision of the student during the Period of Exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare that the information provided in this Application for a Certificate of Exemption is, to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this Application later prove to be false or misleading, any decision made as a result of this Application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant		Date	
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Privacy Statement

The information provided will be used to process the student's Application for an Exemption from the requirement to attend school. It will only be disclosed for the following purposes:

- general student administration relating to the education and welfare of the student
- communication with students and parents
- to ensure the health, safety and welfare of students, staff and visitors to the school
- state and national reporting purposes
- for any other purpose required by law.

Part B: Completed by the employer- in the case of employment in the entertainment industry

Employer's Details

Company/Corporation Name:

ABN:

Address:

Contact Name:

Contact position

Contact Tel:

Email:

Attachments

Detailed itinerary/work schedule for the period of exemption sought **Yes** **No**

Evidence of tutor's teaching qualifications supplied by employer **Yes** **No**

Evidence of tutor's Working with Children Check **Yes** **No**

I declare that the above information provided by me in this Application for a Certificate of Exemption and any attachments I have provided is, to the best of my knowledge and belief, accurate and complete

Employer's Signature

Date

Please forward the completed form to the School

Part C: Completed by the Principal

Principal's Details

Name:

Contact Tel:

Email:

In the case of employment in the entertainment industry, elite art or sport of 100 days or less

Following consideration of this application, I am satisfied that conditions exist for a Certificate of Exemption to be

Granted	<input type="checkbox"/>	To
		For the period from tofor Days
	Conditions	
Declined	<input type="checkbox"/>	Reasons:

Principal's Signature

Date

In the case of

- Applications over 100 days in a 12-month period
- Exemption due to exceptional circumstances

application must be forwarded to CSPD Student Services,
studentservicesadmin@parra.catholic.edu.au, for Investigating Officer recommendation and
Director Learning or Wellbeing approval before exemption is granted or declined

Part D: Completed by the CSPD Investigating Officer

Investigating Officer details

Name:

Contact Tel:

Email:

Investigating Officer's Recommendation

Following consideration of this application, I am satisfied that conditions **Exist** **Do not exist** making it necessary and/or desirable for:to be exempt from attending school

I recommend that the Certificate of Exemption be: **Granted** **Not Granted**

Reasons for recommendation not to grant a Certificate of Exemption

Suggested conditions applying to the recommendation to grant a Certificate of Exemption

Investigating Officer's Signature

Date

Part D: Completed by the CSPD Director

Director details

Name:

Contact Tel:

Email:

Directors Endorsement

Following consideration of this application, I am satisfied that conditions **Exist** **Do not exist** making it necessary and/or desirable for:to be exempt from attending school

I recommend that the Certificate of Exemption be: **Granted** **Not Granted**

Directors Signature

Date